

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room B  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing MI 48917

**TOWNSHIP BOARD COMMITTEE OF THE WHOLE MINUTES**  
**MONDAY, MARCH 10, 2014**

**I. CALL TO ORDER –**

Supervisor Fletcher called the meeting to order at 6:00 p.m.

**II. ROLL CALL –**

Members Present: Trustees Karen Mojica, R. Douglas Kosinski, Jeff Hicks and Dennis Fedewa, Treasurer Howard Pizzo, and Supervisor Kenneth Fletcher.

Members Absent: Clerk Mary R. Clark

Others Present: Township Manager Richard Watkins, Deputy Manager Jenny Roberts, Community Development Director Mark Graham, Parks, Recreation and Cemeteries Director Marcus Kirkpatrick, Economic Coordinator Ed Reed.

TRUSTEE FEDEWA MOVED TO EXCUSE CLERK MARY R. CLARK.

TRUSTEE MOJICA SUPPORTED THE MOTION. THE MOTION PASSED 6-0 (CLERK CLARK ABSENT).

**III. SET/ADJUST AGENDA –**

TREASURER PIZZO MOVED TO ADOPT THE AGENDA AS PRESENTED.

TRUSTEE MOJICA SUPPORTED THE MOTION.

THE MOTION PASSED 6-0 (CLERK CLARK ABSENT)

**IV. PUBLIC COMMENT – None**

**V. MANAGER'S REPORT –**

- A revised proposal from the City of Lansing for the Grand Woods lease was received – with the four month cancellation notice removed. The contract is now for 2 years for the price of an appraisal. Manager Watkins would like to place on the next Board Meeting agenda for approval and stated that the contract length allows time for dialogue with the City of Lansing and for them to put a proposal on the ballot.

- Four Zoning Ordinance Proposals were received and have not yet been reviewed. Manager Watkins states that after review and discussion with the companies, they will be brought to the Board for discussion. Manager Watkins emphasized the Saginaw corridor will be a primary area for the contractors to review.
- Manager Watkins stated that the Sign Ordinance is out for proposal currently and will be back shortly and will be brought to the Board for discussion.
- The Eaton County Road Commission meeting with all of the Townships is March 24, 2014 at the Eaton County Road Commission. Manager Watkins stated that he and Community Development Director Mark Graham attend and is open to any Board Members that would like to attend.
- Manager Watkins stated regarding negotiations for the Firefighter contract, strategy sessions have occurred; however that Union is looking to change representation. Manager Watkins stated that he has been notified that the contract negotiations will likely not begin until the current contract has expired which is the middle of next month.

Trustee Kosinski asked whether the current agreement automatically extends through new negotiations. Manager Watkins stated that some provisions do and some don't such as step increases.

Supervisor Fletcher noted the Bill going through the Legislature that would change the current law stating that retroactive increases cannot be made at the end of contract negotiations to allow retroactive pay increases for Police and Fire.

- Manager Watkins stated regarding the Looking Glass agreement, a formula has been set at a 20% administration fee plus 6% of all Ambulance runs and based upon last year figures would have split the savings equally. Manager Watkins also stated there is an addendum stating the Township will handle the maintenance of their equipment and building for an additional \$6,000 annually.

## **VI. ITEMS OF DISCUSSION –**

### **1. Grant Applications to the Department of Natural Resources, Marcus Kirkpatrick**

Parks, Recreation & Cemeteries Director Marcus Kirkpatrick states that the Township has applied for four grants through the Department of Natural Resources. The first grant application to the Michigan National Resources Trust Fund and is to connect the Pathway from Willow Hwy. to Old River Trail, which will allow safe passage. The total project cost is \$550,000. of which the Township has a 25% match. The maximum grant amount is \$300,000 making the Township cost \$250,000. This project is part of the Parks Master Plan as well as The Non-Motorized Transportation Plan.

The second project is land acquisition purchase at Mt. Hope, the immediate property to the West. Application is to the Michigan National Resources Trust Fund and the total project cost is \$375,000. The Township again has the 25% match making the grant request of \$281,250 and the Township cost of \$93,750. This project is part of the Parks Master Plan.

Trustee Fedewa asked if there was something showing where the Pathway would be, Director Kirkpatrick said there is. Manager Watkins stated that several different routes were reviewed for this section of pathway, the creek side portion presented many challenges and it was decided that using some of the Hunter property purchased 5-6 years ago.

Community Development Director Graham stated that the cost along the creek was substantially more than the current plan.

Trustee Fedewa asked whether the Department of Transportation had concerns with the creek side installation. Manager Watkins stated that the concern was on behalf of the Township as it would have to purchase Right of Way. Manager Watkins also stated that the latter proposal provides a parking area and gives the Township the ability to extend the parking area.

Treasurer Pizzo asked whether the proposal includes the parking expansion. Director Graham stated that the expansion is not covered in the cost; however the land is the Township's. Treasurer Pizzo asked if the total cost of \$550,000 is the entire trail.

Supervisor Fletcher stated that if there was agreement about the project going forward, a resolution would be placed on the Agenda for the next Board Meeting and there was general consensus.

Director Kirkpatrick was asked if the Master Plan proposed purchasing the property and Director Kirkpatrick stated that the Master Plan did not mention purchasing the property but is a development of the Mt. Hope property and the purchase would enhance what the Township currently has (60+ acres).

Manager Watkins stated the Township has been in contact with the owner and the property has the VOR unit on it for the airport and that restricts what can be done on the property. There are height restrictions in different areas of the property which fits into a park property. The property has been for sale before and the owner currently resides in the Detroit area.

Director Graham stated the property is zoned A2 as there are no utilities on the property. Trustee Fedewa confirmed that if the Township purchased the property with the intent to develop that it would then need to install the utilities. Director Graham stated that the Township is considering an

extension of utilities from Ashford Manor and Pointe West. Manager Watkins clarified that the extension of utilities to the property being considered for purchase would be difficult and that what Director Graham was referring to is the property the Township currently owns.

Director Kirkpatrick stated the third project, also part of the Parks Master Plan, is redevelopment of the Delta Mills tennis courts to pickleball courts which is growing in popularity particularly amongst senior citizens. The grant application is being made to the Land and Water Conservation Fund. The total project cost is \$25,000 of which the Township match is 50% making the Township cost is \$12,500. Director Kirkpatrick stated that the project would take the 2 existing tennis courts and convert them to 6 pickleball courts.

Director Kirkpatrick stated the forth project is purchase and installation of vault type restrooms at Hawk Meadow Park, which is also in the Parks Master Plan as well as the annual Capital Improvement Plan. Application is being made to the Recreation Passport Fund for \$41,250. Total project cost is \$55,000; the Township has a 25% match of \$13,750.

## **2. Leap Public Art Grant Discussion, Jenny Roberts and Ed Reed**

Economic Development Director Ed Reed stated that he and Deputy Manager Roberts met with the LEAP Art Committee to review the Township Application submitted. Director Reed stated there were two areas of discussion, the first related to review of the Art Policy the Township has, which is consistent with the policies of East Lansing and the policies that LEAP had in its proposals. The LEAP Art Committee explained that the grant is for a relatively small amount of money (\$10,000) and that when purchasing art for a relatively low amount that perhaps if artist chooses to, they be able to retain the intellectual property of the art – which allows future reproductions of it. The Township was ask to consider changing its policy to reflect similar language.

Deputy Manager Roberts stated that the change of the policy was not only for the LEAP grant, but on a go forward basis.

Supervisor Fletcher asked whether this would apply for any artwork the Township purchases. Director Reed stated that his understanding is consistent with Deputy Manager Roberts'.

Manager Watkins stated that perhaps a specified limit should be outlined in the policy. Director Reed stated based on conversations with LEAP, felt they would be receptive to that additional criteria.

Treasurer Pizzo asked whether specific language was provided by LEAP to effect the change and Deputy Manager Roberts stated that LEAP provided a

sample policy and that her understanding of the policy change allowed the artist duplication rights, not to remove the art installation. Director Reed confirmed.

Manager Watkins asked whether language was provided. Deputy Manager Roberts stated printed and verbal language was given.

Deputy Manager stated the committee also suggested adding a paragraph stating how the process would begin such as always using a consultant or the Township would always search. So language was added stating the Township may use a consultant.

Manager Watkins stated that perhaps the same sort of permissive language should be used in the intellectual property to the effect of the Township may or may not.

Trustee Kosinski asked whether it is possible that the LEAP Art Committee would be amenable inserting language indicating that retention of intellectual property rights is negotiable. Director Reed stated he believes they would be open to that type of permissible language.

Supervisor Fletcher asked whether the Library art is covered under the Township policy or if they have a separate policy. Manager Watkins stated that they have a separate policy.

Deputy Manager Roberts stated the policy does need to be amended before LEAP will consider the grant application and would need to be placed on the next Board meeting agenda.

Trustee Fedewa asked for clarification of the art project. Director Reed stated the original proposal was to obtain grant funding to install a piece of artwork at the intersection of Canal and Saginaw Hwy. on Township property, and that the art has not yet been obtained.

### **3. IT Report, Dave Marquette**

Information Technology Director Dave Marquette outlined the major projects in 2013 as the following:

- Selection and installation of a complete phone system upgrade with Zayo Enterprise Networks.
- Worked with the Building Division to improve efficiencies, eliminating manual processes, digitizing previous paper. As well as performing cross-training.
- An IT Strategic Plan was developed focusing on 9 goals with five visions in mind; residents first, workplace, access anywhere, information gateway and to promote Delta Township.
- Redesign of the Township website.

- The I Am Delta branding campaign.

Some upgrades and additions in 2013 were as follows:

- The HR Department was upgraded to BS & A Human Resources.NET and old paper documents are being scanned into that software.
- A major RecPro upgrade which has to do with online registrations.
- Mobile printing at the District Library.
- Text messaging library patrons for notices.
- iPad stations geared toward Senior Citizens.

Hardware & Server Technology upgrades in 2013

- Microsoft Server 2012 running on 5 servers in the Township datacenter.
- Remote Desktop Services hosting cloud applications at apps.deltami.gov
- Built a new network at Delta Patrol
- Two new copiers installed
- Room B technology upgrade.

Ice Storm of 2013 – How is I.T. related?

1. Redundancy

- Power was out at Township hall 2+ days.
- All servers, phones, switches, fiber connections, internet service backup equipment, and the entire Township datacenter were online at all times during the outage.

2. Communication

- Website updates
- Facebook Posts (shared 230+ times, reached 30,439 people.

Goals outlined for 2014 include the following:

- Online Permitting
- Touch screen kiosks
- Township Apps
- Laserfiche expansion for project management.
- Server replacement
- Windows 8 Upgrades
- Instant Messaging
- Social Media Expansions
- I Am Delta

**4. Parks, Recreation, & Cemeteries Department Report, Marcus Kirkpatrick**

Director Kirkpatrick stated one major activity was implementing Smoke Free Parks. Below are activities in 2013 and how they compared to 2012.

**Events:**

	<u>2012</u>	<u>2013</u>
Daddy/Daughter Dance Participants	278	325
Delta Rocks! Family Festival - approximate	15,000	15,000
Home Party Sale Fall Vendors	28	23
Home Party Sale Fall Attendees	130	300
July 3 Fireworks Spectators - approximate	30,000	30,000
Kids Mud Run - Children Runners	n/a	116
Kids Mud Run - Adult Runners	n/a	87
Lighted Pumpkin Trick or Treat Businesses	20	33
Lighted Pumpkin Trick or Treat Adults	700	1600
Lighted Pumpkin Trick or Treat Children	800	875
Meet and Greet with the Easter Bunny	n/a	43
Monster Mash Participants	220	226
Mother/Son Dance Participants	113	154
Music in the Park Spectators	250	300
Nursery School Olympics Participants	*	208
Pacers Walking Club Participations	1,333	1,047
Pint Size Picassos Program Participations	835	856
Santa's Hotline Calls	48	51
Sweets and Treats with Santa Participants	160	164
Touch a Truck Day Trucks	30	29
Touch a Truck Day Participants	125**	2,000
Wacky Walk	57	63

Director Kirkpatrick stated that new security steps will be taken in regard to fireworks in 2014 to include fencing with 2 entrances, perimeter security, bag inspections, marking and parking passes.

**Adult Sports:**

	<u>2012</u>	<u>2013</u>
Adult Summer Softball Teams	75	74
Adult Summer Softball Players	1,125	1,110
DNR/DEQ League Teams	8	8

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DNR/DEQ League Players	120	120
Methodist Church League Teams	8	8
Methodist Church League Players	120	120
MASA Softball Tournament Teams	35	32
MASA Softball Tournament Players	525	480
Adult Coed Sand Volleyball Sum. Team	14	14
Adult Coed Sand Volleyball Sum. Player	84	84
Adult Coed Sand Volleyball Fall Teams	14	5
Adult Coed Sand Volleyball Fall Players	84	30
Adult Fall Softball Teams	31	37
Adult Fall Softball Players	465	555
Adult Coed Kickball Summer Teams	18	24
Adult Coed Kickball Summer Players	270	360
Adult Coed Kickball Fall Teams	12	15
Adult Coed Kickball Fall Players	180	225
Winter Kickball Tournament Teams	6	9
Winter Kickball Tournament Players	90	135

Youth Sports:

	<u>2012</u>	<u>2013</u>
Spring Youth Soccer Players	404	519
Fall Youth Soccer Players	276	229
Spring Itty Bitty Kickers	n/a	64
Fall Itty Bitty Kickers	65	44
Youth Boys Baseball Players	95	144
Youth Girls Softball Players	79	88
Youth Coed T-Ball Players	254	203
Youth Flag Football Teams	14	14
Youth Flag Football Players	125	104
Youth and Adult Golf Participants	17	52
Youth Tennis Lessons Participants	37	43
Youth Coed Basketball Players	197	170
Youth Basketball Spring Camp Participants	44	47
Youth Basketball Fall Camp Participants	74	45

Delta 39ers:

	<u>2012</u>	<u>2013</u>
Arthritis Exercise	281	207
Bingo Participants	3,856	4,304
Blood Pressure Checks	111	131
Bridge Participants	1,129	954



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Chair Exercise	7,428	7,786
Chair Massage	167	160
Cribbage Participations	339	285
Enhance Fitness	352	55
Euchre Participants	2,621	2,133
Foot Care Participants	197	183
Jazzercise Lite Participations	872	1,015
Lunches Served	3,780	3,958
Lunch Bunch Participants	164	171
Pinochle Participants	617	680
Scrabble Participants	16	236
Tai Chi Class Participations	n/a	71
Yoga Class Participations	647	1,461
Zumba Gold	n/a	909
39ers Trips Offered	18	24
Trips Participants	281	307
Christmas Luncheon	54	58

Aquatics:

	<b><u>2012</u></b>	<b><u>2013</u></b>
Swim Class Registration	479	402
Swim Class Participations (participants x8)	3,832	3,216
Adult Aerobic Participations	13,808	10,303
Adult Aerobic Cards	1,239	968
Family Swim /Lap Swim Participations	3,734	3,405
Family Swim/Lap Swim Cards	263	287

Director Kirkpatrick outlined some 2014 objectives as:

- Working on Our Savior Lutheran to have 2 ball fields
- Working with the PTA at Elmwood Elementary to collaborate in developing a track and 2 soccer fields.
- Pool Lease Expansion – Family changing area
- Softball League – 35 & Older
- Development of Scholarship program and fundraisers
- Volunteer program – attract, retain and recognize

Director Kirkpatrick stated that there are multiple parks improvements slated for 2014. The Maycroft pathway was completed. Such as asphalt paving and bumper blocks in Hunter's Orchard. A donated bench was installed at Hawk Meadow Park. In Erickson Park the Township added 2 soccer fields and steel

siding for concessions stand. There will be pickleball courts at Delta Mills courts.

Director Kirkpatrick stated that in 2013 AED's were installed in the Administration Building & Enrichment Centers. That the Parks Department assisted with the renovations done in the Accounting and Clerk's departments and replaced the chairs in the Community Center. During 2014, the Building Department and Room C will be renovated and the West parking lot resurfaced.

Director Kirkpatrick stated that in 2013 revenue derived from rentals of the Community Center, Enrichment Center, shelter and pavilion and farm land rentals was \$69.770 from 695 rentals.

Director Kirkpatrick stated in regard to recycling, the Township is contracting with a new electronics company since the prior one went out of business. Director Kirkpatrick provided information as to the volume of recycled material taken in at the recycling center as this information is also reported to the County so they know how much material was diverted from a landfill. Also of note, the storm debris collection site at Player's Club is reopening March 27-29, 2014 and there will also still be the free to Delta Township residents, yard waste events on May 17 and May 19, 2014. Director Kirkpatrick also noted that research into the curbside recycling will continue into 2014.

Director Kirkpatrick noted in regard to Cemeteries, the Rules and Regulations were revised, general maintenance was done, and buildings are monitored by the Utility Department. During 2014 green burials and scatter wall in conjunction with the Clerk's office will be researched.

#### **5. Utilities Department Report, Tom Morrissey**

Utilities Director Tom Morrissey provided the following as department accomplishments in 2013 for the Utility Department:

- Township Alarm System Is Completely Operational
- Maintenance of Delta Patrol Vehicles Going Very Well
- Lansing Township SCADA Project Moving Forward
- Lansing Township Radio Read Coming In a Year or So
- Broadbent Water Main Working Better Than Expected
- Huntington Acres Completed. Restoration This Spring

Director Morrissey stated the goals for drinking water as the following:

- Provide the best possible service to our customers
- Keep an adequate supply of water in storage for fire protection
- Keep current with NEW EPA and M-DEQ requirements
- Monitor our infrastructure for problem areas & updates

- Continue to look for lost revenue - Un-billed Water

Director Morrissey stated that new water meters were purchased and installed beginning in 2010 for some of the larger Township commercial customers, which resulted in an increase in revenues. More installations are planned.

Director Morrissey provided figures for water purchased from the Board of Water & Light back to 1996 and overall consumption is up.

Director Morrissey outlined the goals for Wastewater as follows:

- Provide the best possible service to our customers
- Continue to clean sanitary sewers to prevent back-ups
- Keep current with NEW EPA and M-DEQ requirements
- Monitor our infrastructure for problem areas & updates
- Continue to look Inflow & Infiltration (I&I) to prevent access plant flows

Director Morrissey provided history of the treated water at the Waste Water Treatment plant back to 1989 and 2011 was up due to the warm weather, however remains fairly stable.

Manager Watkins stated some concerns regarding the Lansing Mall relating to gang members. Manager Watkins stated that there were 30-50 gang members this past weekend and believes that a plan needs to be developed to deal with this quickly. Manager Watkins stated that it was shown via research that their presence was planned. When they were removed from the Mall, they went to the Theaters and when removed from there they went to Meijers and were shoplifting.

Supervisor Fletcher provided information on the Grand Ledge Public Schools Bond Proposal and stated they are holding a rally on March 25, 2014 and looking for people to pledge themselves and 10 others to attend the rally.

## **VII. ADJOURNMENT**

Supervisor Fletcher adjourned the meeting at 7:56 p.m.

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MARY R. CLARK, CLERK

KENNETH FLETCHER, SUPERVISOR